funding
manual

Subject Knowledge Enhancement

for academic year 2011/12

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Update

Please be aware that as of 1 April 2012 the TDA will cease to exist in its current form and will reopen as part of a new Executive Agency of the Department for Education (DfE). The new Executive Agency will be called the Teaching Agency and will be responsible for ensuring the supply of high quality teachers and training, and for teacher regulation. We will update all providers and funding manuals when further information becomes available about any impact this may have on funding.

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Contents

Introduction

1.1 Subject knowledge enhancement (SKE) courses are pre-initial teacher training (ITT) courses designed to help potential trainees gain the depth of knowledge needed to train to teach their chosen subject. These courses are delivered by SKE providers that design and deliver programmes according to the needs of the trainee. The Training and Development Agency for Schools (TDA) operates a single SKE funding system that allows courses of varying length and intensity to be run within this funding structure.

1.2 This manual is designed to be a guide to help you manage your TDA funding for SKE courses. Although the manual covers the main aspects of SKE funding, there may be exceptional circumstances that it does not directly address. In such cases, please contact the funding team at **ittfunding@tda.gov.uk**

1.3 As trainees on SKE courses may be eligible for a training bursary, this manual should be used in conjunction with the training bursary funding manual.

Allocations

2.1 Allocations for SKE courses have been made for all SKE providers. SKE providers can request changes to their allocated places throughout the academic year (AY) by contacting the TDA. All requests will be assessed against regional and national needs and there are no guarantees that these requests will be sanctioned.

2.2 Any permitted changes are only finalised once the SKE provider has received confirmation. It is the provider's responsibility to ensure that any agreed change is followed through and implemented. For changes to allocations requests please contact the TDA at **allocations@tda.gov.uk**

2.3 The TDA will monitor providers' recruitment to SKE courses. This monitoring will take place at least once a year towards the end of the academic year. The TDA expects providers to supply information at other points in the year in order to manage allocations and recruitment expectations. If recruitment falls short of allocations, the TDA reserves the right to change a provider's allocated number of SKE places for the current and/or next academic year.

2.4 If courses do not run, providers are required to inform the TDA at the earliest opportunity. The TDA reserves the right to recover all funding for those courses for that academic year.

Eligibility and operation

3.1 Providers may only use TDA-funded places for trainees with a TDA-allocated place on a postgraduate route to qualified teacher status (QTS), such as the postgraduate certificate in education (PGCE) or the Graduate Teacher Programme (GTP). The ITT provider does not have to be the same provider that is delivering the SKE course.

3.2 If the postgraduate place is not TDA allocated (such as an overseas fee paying PGCE or a self-funded GTP) then the TDA will not fund the SKE course.

3.3 Offers on postgraduate routes should only be conditional on the need for the trainee to improve their subject knowledge. Where an offer includes conditions other than a requirement for improvement in subject knowledge, the ITT provider should be satisfied that the trainee will be able to meet these additional conditions before starting the ITT course by means other than the SKE course. The SKE provider is only responsible for ensuring the trainee meets the subject knowledge condition.

3.4 Other entry requirements to an ITT course only need to be met before starting the ITT course and not before starting an SKE course. The requirement of a Criminal Records Bureau (CRB) check, for example, is normally only necessary for starting an ITT course.

3.5 The eligibility criteria for entry onto a TDA-funded ITT course can be found in the mainstream ITT and employment-based ITT funding manuals available at **www.tda.gov.uk/ittfunding**

3.6 Providers may only use SKE funding for eligible SKE courses. To be eligible the SKE course must:

• always start, and normally end, before the trainee begins their ITT course

• be marketable and accessible to as many potential participants as possible

• be designed with the aim of enabling trainees 'to have a secure knowledge and understanding of their subject/curriculum areas' (QTS standard Q14) by the time of completing their secondary postgraduate ITT course according to the needs of the trainee, and

• have sufficient focus on the subject that the trainee will train to teach on their ITT course. For Example, a trainee on a Physics SKE course must have been offered a place on a Physics ITT course.

3.7 Providers may deliver SKE courses in the intensity that will meet the needs of the trainee. This may include part-time courses, distance learning courses, standard full-time courses and potentially intensive courses. In all situations the funding associated with these will depend on the number of units delivered.

Eligibility and operation

Pilot Scheme

3.8 A small number of providers, who have successfully bid for places under a pilot scheme, will offer SKE courses in maths, physics and chemistry (group A subjects) to existing QTS holders alongside trainee teachers. The courses will be funded in the same way as other SKE courses. It is intended that these places are awarded to existing teachers or teachers returning to the profession who intend to teach a subject that they weren't initially trained to teach i.e. mathematics, physics or chemistry. These trainees are expected to be already employed within a school, and therefore will not be eligible for any training bursary.

3.9 The aim of this is to allow serving and returning teachers to enhance their knowledge of maths, physics or chemistry in order to teach the subject as a specialist.

3.10 Those teachers eligible for a conversion to maths, physics or chemistry will have experience of teaching a related subject or have a degree qualification which has a significant element of maths, physics or chemistry. The selection of candidates will be at the discretion of the provider.

Funding

4.1 Providers will receive funding based on their SKE course allocations, as confirmed by the TDA. There are various units of funding depending on length of course, as outlined at the end of this funding manual.

4.2 The units of funding have been designed so that they compare with a provider's full year's funding for a mainstream postgraduate course, including tuition fees. As such, it is a condition of funding that providers may not charge trainees any fees if they are on a TDA-funded SKE course.

4.3 Trainees should only be registered on one continuous SKE course with one provider. Trainees should not be registered on multiple courses either with a single provider or multiple providers.

4.4 Providers may enter into agreements to place SKE trainees who have started one course (at the lead provider) on another SKE provider's course (the secondary provider). This can be funded by the lead provider transferring funds to the secondary provider. When reporting such trainees, they must be counted only once and only at the lead institution, reflecting the total length of their SKE programme.

4.5 The TDA will pay providers allocated SKE funding in monthly instalments. Payments will be made electronically by BACS at the start of each calendar month. The TDA aims to pay between 60 and 70 per cent of the allocated SKE funding during the first eight months of the academic year (August to March), and the balance over the remaining four months (April to July).

4.6 Providers can access their up- to-date payment profile at any time by logging on to the ITT funding extranet (**https://ittprovider.tda.gov.uk**).

4.7 If you have not been given a password for this site, please e-mail **ittfunding@tda.gov.uk**

4.8 Funding is allocated on an academic year basis. The academic year runs from 1 August to 31 July. For funding and data collection purposes the TDA will count courses that start between these dates to relate to that academic year. For example, a course that starts on 20 July 2011 will relate to AY2010/11. A course which starts on 20 August 2011 will relate to AY2011/12.

4.9 Funding can only be used for eligible trainees and eligible courses as set out in this manual.

Funding flexibility and holdback

5.1 Places and funding for each subject grouping are ring-fenced. This means that SKE providers cannot offset over-recruitment in one subject group against under-recruitment in another.

5.2 Providers have some flexibility in the way they use their SKE allocations. If providers exceed allocations they will not be funded by the TDA. If providers feel that they have the capacity to deliver more than their allocated units and this delivery will meet the TDA's strategic priorities, they are encouraged to contact the TDA at **allocations@tda.gov.uk** to discuss.

5.3 Providers may use places/units within group A to deliver different lengths of courses to those allocated without prior permission from the TDA. This can be by combining the allocations for two short courses to make one long course or vice versa. Providers, however, must ensure they do not exceed the overall SKE funding that they have been allocated and should contact the ITT Funding Team at **ittfunding@tda.gov.uk** to discuss any recruitment concerns.

5.4 We will seek to offer providers the flexibility to move places from one group A subject to another, only if they have allocations in both subjects. Providers are asked to make any requests for such changes in writing to **allocations@tda.gov.uk**

5.5 Units of funding are set out at the end of this manual.

5.6 Course lengths will only be funded in measures stated. Where a course length falls between two it will be funded at the lower of the two options. For example, a course that is 13 units in length will be counted for funding as the same as a 12 unit course.

5.7 At the end of the academic year the TDA will collect the number of places filled by a provider and the total number of units they have utilised. This information will be used to calculate the number of units that remain unused.

5.8 Where a trainee embarks on an SKE course and either withdraws or completes early, the TDA will not recover funding for the period after withdrawal. The TDA reserves the right to investigate any high levels of withdrawals or early completions and impose sanctions on providers. Sanctions may include reducing providers' future allocations and, in extreme circumstances, adjusting funding to actual levels of delivery. The TDA also reserves the right to change its holdback methodology for future academic years.

5.9 The TDA will recover all unused funding.

5.10 As previously, holdback will be calculated from data collected through a web-based database. Further information on this database will be released in due course. Data will be formally collected after the academic year. Following this collection, the database will be closed and providers will be unable to make any changes.

5.11 Once the total amount of holdback has been calculated the TDA will recover this by offsetting it against other payments made in the following academic year.

Referrals

6.1 The TDA strongly encourages both SKE and ITT providers to work together as this will enable both parties to meet and deliver allocations targets.

6.2 In exceptional circumstances, the TDA may make additional funding available for SKE providers that wish to extend the delivery of courseservices to other ITT providers in their area or nationally. Please contact the ITT Funding Team at **ittfunding@tda.gov.uk** for further information.

6.3 The TDA has produced a best practice document to give SKE and ITT providers' guidance on the process of referring trainees to SKE courses delivered by other providers. This guidance can be downloaded at **www.tda.gov.uk/ittfunding**

Training bursaries

7.1 As trainees are not on postgraduate mainstream ITT courses and not paying tuition fees, they are not covered under the student support regulations and cannot access any of the standard packages of support available to undergraduate or postgraduate mainstream ITT trainees.

7.2 Trainees on eligible SKE courses can receive a bursary similar to those on mainstream postgraduate ITT courses in 2011/12. The bursary is designed to support the student whilst on course. There will be no bursary available for any entrants who do not hold at least a 2:2 degree or equivalent, if they are taking up an ITT place in AY2012/13 or beyond. For those undertaking a short SKE course leading to an ITT place in AY2011/12 the applicable bursary will be payable regardless of degree classification.

Providers and trainees should be aware that an SKE place in 2011/12 does not in any way guarantee the nature and level of support attached to the future ITT place.

7.3 There will be no bursaries for teachers taking part in the Pilot Scheme.

7.4 Training bursaries are paid by SKE providers on behalf of the TDA. Further information and guidance on operating training bursaries can be found in the training bursary funding manual.

Data collection, analysis and audit

8.1 Funding is paid by the TDA to providers to cover the cost of running SKE courses. It is a condition of this funding that providers monitor and evaluate their courses on an annual basis. The TDA may ask to see a summary of these evaluations and the changes and improvements that have resulted. The unit of funding is designed to cover the cost of this monitoring and any costs of data and reporting that the TDA requires, to manage course delivery and monitor the impact of SKE courses.

8.2 Holdback will be calculated from data submitted by providers. It is imperative providers submit accurate and complete data. Failure to do so may have an impact on a provider's funding.

8.3 Providers will be expected to externally validate their data returns as part of the audit grant report. This collection is undertaken annually as part of the wider TDA funding audit. Full details of this will be sent out closer to the time.

Subject classification and units of funding

9.1 Funding is provided based on the following groups of subjects for AY2011/12. These groups may change from year to year but are fixed as below for AY2011/12.

Group	Subjects
	Physics
A	Chemistry
	Mathematics
	Modern Languages
B	Design & Technology
	ICT

Subject classification and units of funding

9.2 SKE courses will be funded based on the amounts in the tables below, depending on the location of the provider.

In the following tables one unit is equivalent to 50 hours, or two weeks of learning. The rates shown increase in stages up to 18 units. Although providers may offer courses longer than this, they will not receive additional funding beyond the maximum levels shown.

9.3 National rates

Units	Weeks	Group A	Group B
1	2	£565	£510
2	4	£1,010	£920
4	8	£1,910	£1,735
6	12	£2,810	£2,550
8	16	£3,705	£3,370
10	20	£4,605	£4,185
12	24	£5,500	£5,000
14	28	£6,115	£5,500
16	32	£6,725	£6,105
18+	36+	£7,340	£6,655

Subject classification and units of funding

9.4   Outer London rates

Units	Weeks	Group A	Group B
1	2	£595	£540
2	4	£1,065	£965
4	8	£2,005	£1,825
6	12	£2,945	£2,685
8	16	£3,885	£3,540
10	20	£4,825	£4,400
12	24	£5,765	£5,255
14	28	£6,410	£5,840
16	32	£7,050	£6,420
18+	36+	£7,695	£7,005

9.5   Inner London rates

Units	Weeks	Group A	Group B
1	2	£610	£555
2	4	£1,095	£990
4	8	£2,065	£1,870
6	12	£3,035	£2,750
8	16	£4,005	£3,625
10	20	£4,975	£4,505
12	24	£5,945	£5,380
14	28	£6,610	£5,975
16	32	£7,270	£6,565
18+	36+	£7,935	£7,160

Subject classification and units of funding

9.6 In order to support additional costs associated with study visits, the TDA will provide additional funding of £1,000 to those trainees on modern foreign languages SKE courses of longer than six units. These funds will be paid on an allocation basis and recovered if the places remain unfilled or the trainee records do not declare that a study visit was included.

Section 10

Glossary

AY
Academic year.

EBITT
Employment-based ITT programmes such as the Graduate Teacher Programme (GTP).

Holdback
The process of the TDA recovering funding for unfilled allocations.

ITT
Initial teacher training.

Mainstream ITT
Mainstream courses such as the postgraduate certificate in education (PGCE).

Regional lead (RL)
The regional leads are accountable for the implementation of the TDA's business plan within a specified locality, whilst also sharing responsibility with regional delivery partnership (RDP) colleagues for the overall delivery of the business plan in their government office region.

SKE courses
Subject knowledge enhancement courses.

SKE providers
Institutions funded by the TDA to deliver SKE courses.

TDA
The Training and Development Agency for Schools.